

ACTIONS NECESSARY TO PREPARE FOR YEAR-END

1. Utilize the CEFMS YEAR-END PRECLOSING menu during August and September to prepare for year-end. **All “YEAR-END CLOSING SHOWSTOPPERS” must be completed with a “Y” indicator in the completed column.** The year-end closing process cannot proceed with an “F” (for FAIL) in any step on the showstopper menu. Failed SHOWSTOPPERS should be monitored continually during August and September and corrected immediately. All showstoppers must be cleared by 24 September 2003. Any showstopper that is not cleared should be included in a problem report specified as needed “PRIOR TO YEAR-END IN ORDER TO CORRECT A SHOWSTOPPER”.
2. Develop a September closing schedule that facilitates the start of the FISCAL YEAR-END CLOSING MENU at the earliest feasible time following Close-of-Business (COB) on 30 September 2003. The scheduled start time must be no later than 0300 local time on 1 October 2003. The end of the first pay period for the new fiscal year is 4 October 2003. Therefore, closeout must be completed timely in order to process the labor for this pay period. On the day you plan to close, carefully review the results of the previous night’s general ledger posting and the reconciliations executed by CRON jobs. All known out-of-balances must be corrected or be awaiting receipt of scripts to correct. Contact the designated POC at the Finance Center prior to beginning the year-end closing process.
3. Register all collections for Contributed Funds (96R8862) in 96X8862 and fully distribute to ensure that the SGL and ENG3011a reflect the “true” EOY balances.
4. Review all customer orders with advances that have an estimated completion date of 30 September 2003. Either the customer order estimated expiration date must be changed in CEFMS or the advance must be returned to the customer. To adhere to disbursement cutoffs, requests to return advances must be received by UFC no later than noon 19 September 2003. All advances must be linked to customer orders by 26 September 2003.
5. Review CEFMS Year-End Preclosing reports for the status of closing appropriations for military appropriations. 31 U.S.C. 1552(a) states that “September 30th of the 5th fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed and any remaining balance (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. Obligations and adjustments to obligations that would have been properly chargeable to that account, both as to purpose, time and amount, before closing and that are not otherwise chargeable to any current appropriation account of the agency may be charged to any current appropriation account of the agency available for the same purpose.”
6. Review the following CEFMS CFO reconciliation reports and identify necessary corrective journal entries:
 - CFOABGLS
 - CFOAREC
 - CFOAPAY
 - CFORECON
 - PAAPPROP

Due to the importance of the Standard General Ledgers (SGLs) year-end balances in preparing the Chief Financial Officers (CFO) Act Financial Statements, it is imperative that **ANY** and **ALL** CEFMS General Journal transactions are adequately documented, supported and carried forward to associated reports. Contact the UFC accountant assigned to your activity if you have problems identifying and/or preparing the corrections. The name and phone number of the UFC accountant assigned to each activity is included as Enclosure 3.